

# Chesterfield Fire and EMS

## Fire and Life Safety Division - Fire Marshal's Office

P.O. Box 40 Chesterfield, VA 23832 Phone (804) 748-1426 Fax (804) 768-8766

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### Instructions for Completing "Application for Open Burning Permit" for a Land Clearing or Property Maintenance – Ninety (90) Day Permit

The application must be typed or printed in ink. The following explanations should assist *you* in completing the form.

#### **INCOMPLETE FORMS WILL NOT BE PROCESSED**

#### **Applications Shall Be Submitted At Least 15 Days Prior To Desired Burn Date**

1. **Applicant / Company Name** - Complete name of individual or Company making application for permit.
2. **Mailing Address** – Complete mailing address of applicant, **including city, state and zip.**
3. **Email Address** – Complete email address
4. **Phone Numbers** – Include all phone numbers that apply or are available to contact the applicant.
5. **Name of person / Contractor responsible for conducting burn** – Complete name of the person to contact in the event of a complaint or emergency situation at the burn site.
6. **Phone Numbers** – Include all phone numbers that apply or are available to contact the responsible party.
7. **Full Street Address of the burn location** – **Enter the complete numeric address for the property on which the burning is to be conducted. Subdivision names, section or lot locations are not acceptable. There is a complete street address for every property in Chesterfield County.**
8. **Description of material to be burned** - be specific as to trees, stumps, limbs, vines, brush, undergrowth, etc.
9. **Attachments to be included with application for:**
  - a. \$400.00 permit fee
    - i. Check or money order made payable to: Chesterfield Fire & EMS
  - b. Certificate of Liability Insurance
    - i. Certificate holder to be : Chesterfield Fire & EMS
  - c. Site Plan drawing (To Scale) showing
    - i. Proposed location of burn piles.
    - ii. Distance, **in feet**, from burn sites to nearest **occupied dwellings**.
  - d. "Permission to Burn" forms from neighbors.
    - i. The addresses for neighbors from which permission is to be received may be obtained from the Fire and Life Safety Division.

If you have questions regarding this procedure, please call (804) 748-1426.